

# MINUTES

MEETING OF: LIBRARY BOARD OF TRUSTEES  
DATE OF MEETING: Wednesday, September 18, 2013  
PLACE OF MEETING: Carlsbad City Library Board Room  
1775 Dove Lane, Carlsbad CA

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## CALL TO ORDER:

Chair Beth Hulsart called the meeting to order at 3:59 p.m.

## ROLL CALL:

Present: Library Board Trustees Benson, Bradley, Hinman, Hulsart, and Parsons

Absent: None

Staff Present: Heather Pizzuto, Library & Cultural Arts Director  
Suzanne Smithson, Deputy Library Director  
Glynn Birdwell, Principal Librarian  
Jessica Padilla Bowen, Community Relations Manager  
Devin Castel, Senior Business Systems Specialist  
Leila Dooley, Senior Librarian, Reference Services  
Barbara Chung, Senior Librarian, Children's Services  
Chris Pickavet, Senior Librarian, Collections & Technical Services  
Jacqi Petri, Lead Librarian, Collections & Technical Services

## APPROVAL OF MINUTES:

By proper motion (Benson/Bradley) and vote the minutes of the July 14, 2013 regular meeting of the Library Board of Trustees were approved as submitted.

## MONTHLY LIBRARY REPORTS:

The Board reviewed the monthly reports for July and August commenting on the increased participation by teens at the Learning Center and the "Love on a Leash" program.

Library & Cultural Arts Director Pizzuto called attention to some changes in the format and data on the monthly statistical reports.

## TECHNOLOGY UPDATE:

Senior Business Systems Specialist Devin Castel reviewed the quarterly technology report with the Board which revealed the steady increase in the use of the self check machines at both Cole

and the Dove Lane facility. The report also captures usage of Library computers and wireless access by patrons as well as top categories of internet use.

Mr. Castel also brought the board up to date on the replacement of the Integrated Library System (ILS) announcing the contract with Sirsi/Dynix has been fully executed marking the end of significant analysis, demonstrations, and negotiations. An upgrade to the current system is scheduled for the Columbus Day holiday weekend in preparation for the new system which will provide a number of new features for the public as well as comprehensive tools for system management and staff functions.

#### **SUMMER READING PROGRAM:**

Senior Librarian Leila Dooley provided some additional information about the adult program this year and information on teen participation while Senior Librarian Barbara Chung touched on a few program highlights and participation of the younger children.

#### **COLLECTIONS AND TECHNICAL SERVICES:**

Senior Librarian Chris Pickavet explained the basic functions of the Collections and Technical Services Division some of which include acquisitions, cataloging, and database maintenance, then focused on the collection development and acquisition functions. She introduced Lead Librarian Jacqui Petri who is directly responsible for acquisitions.

Ms. Petri reviewed some of the broad elements of the Collection Development Statement approved by the Library Board of Trustees in 2008 and scheduled for a five-year update in 2013. She explained the intended breadth and depth of a medium sized public library collection based on national standards; the extensive work involved in allocating funds to reflect a balance of general community interests and individually expressed demand; and the use of circulation and trend data as well as regularly updated scope statements written for specific areas of the collection to make decisions. Ms. Petri also described the challenge of balancing newer vs older formats relative to community interests, changing consumer technology and subject matter. For example, classic literature remains an important focus for the print collection, while science and technology information reflecting continuing advancement is often best delivered in electronic form. A library initiative in 2013-14 will explore the potential use of technology tools that offer even more sophisticated analytics to target the investment of resources in relation to widely ranging community interests and emerging trends.

The Board received a representative collection of reports and data used to allocate funds budget based on circulation and other use trends.

**DIRECTOR'S REPORT:**

Library & Cultural Arts Director Pizzuto reported on the following:

**Broadband Connectivity survey** - In June the State legislature directed the State Library to survey broadband connectivity across all public libraries which was prompted by a proposal during the budget cycle to approve funding for public libraries to participate in a larger high-speed broadband network used by schools. Before acting on the proposal the legislature wanted to know the current levels of connectivity. The very detailed survey included questions about both current connectivity and the physical infrastructure to support it. As a result the Library will have access to information from libraries across the state to help benchmark our connectivity and may have an opportunity to pursue funding for a faster speed network.

**State Library Report** - As a result of the broadband connectivity survey, the State Library halted much of their usual activities including the annual State Library Report. The results of the annual report are usually available in October but we have not received the actual survey as of yet.

**Strategic Planning** – The City has launched a citywide strategic planning effort and a large number of both part-time and full-time staff accounted for almost 20 percent of the participants across the City. In addition, both Deputy Directors and the Library & Cultural Arts Director have been helping to facilitate these workshops. The workshops are just one step of the planning process to be completed by December in hopes of providing information to City Council for their goal setting workshop at the beginning of the year.

**General Plan update** - The City will be releasing the revised general plan draft in October for public review and comment and the Community and Economic Development Department has offered to attend a meeting of any Board or Commission interested in a presentation on the revised plan.

**Earthquake drill** – All three library locations will be participating in the drill on October 17<sup>th</sup> as part of The California Shakeout event. The drill will be conducted prior to the facilities being open to the public.

**Carlsbad Reads Together** – The committee has selected *Palisades Park* by Alan Brennert for next year's program and has decided to hold the event in February instead of April to partner with the "Our Lives, Our Stories – The Greatest Generation" exhibition in the Cannon Gallery. The author event is scheduled for February 22<sup>nd</sup> and more information on other events will be available at a later date.

**Recruitments** - Vincent Kitch has been hired as the new Cultural Arts Manager and Jacqui Petri was recently promoted to the Lead Librarian position in Collections and Technical Services. There are two more lead librarian positions open in Reference Services and final interviews are underway to fill those vacancies. In addition, there are two recruitments for part-time

positions; a Library Technician at the Learning Center, and a Business Systems Technician.

**Osher Institute contract** - The contract has been executed and the Library anticipates spring semester classes to be scheduled at the Learning Center.

**Bi-annual Library survey** - The Library has contracted with BW Research survey residents' and library users with a telephone survey between October 4 and 21 and an intercept survey between October 31 and November 8. This year the Library will use recently purchased tablets for the intercept survey which will also be available online. The intercept survey will be conducted at all three library locations.

**FOUNDATION REPORT:**

No report.

**FRIENDS OF THE LIBRARY REPORT:**

Trustee Hulsart reporting for the Friends announced the passing of Arthur Wood, past president of the Friends group and long-time literacy volunteer. She also announced the dates for the holiday boutique as December 9th, 10th and 11th.

**NSDC GENEALOGICAL SOCIETY:**

Board Liaison Marg Kealey reported on the society's activities and programs for the past two months and highlighted upcoming events including the annual fall seminar on Saturday October 5<sup>th</sup>. Wednesday night classes began on September 4<sup>th</sup> at 7:00 p.m. and the Saturday classes begin again on October 12<sup>th</sup>.

**LIBRARY BOARD COMMENTS:**

None.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

By proper motion (Parsons/Bradley) and vote the meeting was adjourned at 5:45 p.m.



Cissie Sexton

Administrative Secretary